FIFTH ANNUAL REPORT
1990 - 1991

(Fiscal Year Ended 31 March 1991)

THE MANITOBA LAW FOUNDATION

LA FONDATION MANITOBAINE DU DROIT

The Honourable James C. McCrae
Minister of Justice and Attorney General
Department of Justice
Legislative Building
Winnipeg, Manitoba

Dear Mr. Attorney:

RE: Fiscal Year Ended 31 March 1991

I have the honour to submit to you, in accordance with Subsection 76 (1) of The Law Society Act (the "Act"), the fifth Annual Report of **The Manitoba Law Foundation.**

Financial Statements for the year ended 31 March 1991 were examined by the Foundation's auditors, Price Waterhouse, Chartered Accountants, whose report dated 12 April 1991 is attached. The Financial Statements were approved by the Foundation's Directors at a meeting of the Board held on 07 May 1991.

I am pleased to set out below some comments on the financial results, transactions and other information regarding the fiscal year just completed.

I. Composition of the Board of Directors

The affairs of the Foundation are administered by a Board of Directors appointed pursuant to the provisions of Section 66 of the Act. Under the provisions of Subsection 68 (1) of the Act Directors' terms of office extend for three years and they may be reappointed. Members of the Board during the fiscal period included:

A. Appointed by the Minister of Justice 30 October 1989

John Burgess (Chairperson)
Ian Restall (Vice-Chairperson)
Linda Butcher
Patricia Bruderer
Robert Sulkers

B. Appointed by The Law Society of Manitoba

Jack M. Chapman, Q.C. [1]
John (Jack) A. Duncan, Q.C.[2]
E. William Olson, Q.C. [3]
J. F. Reeh Taylor, Q.C. [1]

1 Appointed 02 September 1989
2 Resigned 01 September 1990
3 Appointed 01 September 1990

C. Reappointed by the president of the Manitoba Branch of the Canadian Bar Association 30 October 1989

Allan P. Cantor, Q.C.

D. Appointed by the Dean of the Faculty of Law, University of Manitoba 01 July 1989

Roland Penner, Q.C.

II. Meetings of the Board

Section 73 of the Act requires that the Board meet at least four times annually. In the past fiscal year the Board met five times: in 1990 in April, June, September, November and in 1991 in March. The meetings in June and November were extended, full day meetings held to consider applications and to approve discretionary grants.

III. Financial Highlights

A. Revenues

	1989-90	1990-91	Change
Interest on Lawyers' Trust	$ 4,085,016	3,803,092	- 6.9%
Interest earned on investment	602,987	781,946	+29.7%
Total Revenues	$ 4,688,003	4,585,038	- 2.2%

The Foundation's gross revenues decreased marginally 2.2% over the previous fiscal year. The decrease was due entirely to precipitous reductions in interest from lawyers' trust accounts toward the end of the fiscal period.

As in past years, revenues have come from two sources: the greater portion (83%) was interest paid to the Foundation on lawyers' trust accounts maintained pursuant to the provisions of Subsection 39 (2) of the Act. The remaining 17% came from earnings on investments.

The decrease of 6.9% for trust revenues was due to a reduction in the average balance on deposit in lawyers' trust accounts as well as to declining short term interest rates at the end of the fiscal period.

Major financial institutions have continued to be cooperative in their relationships with the Foundation.

The increase in yield on investments results from a combination of factors including cautious but productive internal investment management strategies adopted by the Foundation, relatively high rates available within the fiscal period, and an increase in the Foundation's Reserve for Future Grants as compared with prior fiscal years.

B. Operational Costs

Operating expenditures were $161,212 an increase of 5.57% from the previous year, less than the increase in the Consumer Price Index for Winnipeg in the same period.

As a proportion of gross revenues, operational expenses for the Foundation were 3.5% in 1990-91 as compared to 3.3% in 1989-90. The Board has continued its policy of putting reasonable limits on the Foundation's operational expenditures without sacrificing efficient management practices to maximize the amount available for distribution in the form of grants.

C. Investments

The Foundation continues to implement an investment policy combining the acquisition of low-risk marketable mid-term and money market securities and short-

term investment through the Provincial Treasury. In 1990-91, concomitant with the decision to increase the maximum Reserve for Future Grants, the Board extended the longest term for investments to 60 months. The positive results anticipated from this change in policy will be felt in the forthcoming fiscal year.

Unallocated amounts and sums not needed immediately by funded projects and programs were invested. The Foundation earned a total of $781,946 in interest on investments (including interest accrued but not received). This represents an increase of $178,959 or 29.7% over the previous fiscal year.

The average weighted annualized yield on investment was 11.65% as at the last day of the fiscal year just ended. This yield was .48% greater than the previous year in spite of declining interest rates. The return on investment achieved by the Foundation through its internal management compares favourably with professionally-managed money market funds.

Grants are paid first out of interest on investment, thereafter from accumulated surplus and thereafter from current revenues.

D. Reserve for Future Grants

In its first year of operations the Board resolved to accumulate a reserve for future discretionary grants, following the example of other provincial law foundations. In addition to an initial amount, each year 10% of the revenues from interest paid on lawyers' general trust accounts has been added to the reserve. The maximum amount for the reserve was initially set at $1.25 million. In 1990-91 this maximum was increased to $2.5 million following Board review of the reserve policy. In addition the Board resolved in 1990-91 to add to the reserve $38,175 being the unallocated balance in the budgeted amount for discretionary grants in the year. The reserve at year-end therefore stood at approximately $1.67 million.

The major purpose for the reserve is to provide some stability during periods of revenue reductions. The reserve is wholly reflected in secure investments maturing in periods not exceeding five years.

E. Revenue Projections

Taking into account current economic conditions the Foundation is anticipating that its revenues in the fiscal period ending 31 March 1992 will be approximately 55% of those for the fiscal year just ended, a gross reduction of about $2 million caused almost entirely by reduced revenues from lawyers' trust accounts. The Foundation is budgeting on this basis.

IV. Grants

A. Allocations under the provisions of Subsection 65 (1) of the Act (Mandatory Grants)

The Act provides that the Foundation allocate a portion of interest on lawyers' trust accounts received in the previous fiscal year to The Legal Aid Services Society (50% or a minimum of $1,007,629) and The Law Society of Manitoba (16.67% or a minimum of $335,383) for its educational purposes. Accordingly, the following grants were paid and accrued.

1. The Legal Aid Services Society of Manitoba

Disbursed	$ 2,042,508
Accrued	1,901,546
Total	$ 3,944,054

2. The Law Society of Manitoba

Disbursed	$ 680,972
Accrued	633,975
Total	$ 1,314,947

B. Discretionary Grants under the provisions of Subsection 65 (4) of the Act.

Monies available for discretionary grants consist of the surplus at the end of the previous fiscal year after the deduction for operating expenses, mandatory grants, and a contribution to the Foundation's Reserve. To this may be

added grants or portions of grants previously approved and subsequently cancelled or returned. The Foundation began the fiscal year with $1,285,744 available for discretionary grants, to which $4,659 in cancelled or unused grants was added. An aggregate total of $1,252,229 in discretionary grants was approved by the Board. An unallocated balance of $38,175 was placed in the Reserve. Compared to 1989-90 this represents a 72% increase in the total dollar amount of discretionary grants awarded.

The Foundation received and considered seventy-five applications for discretionary grants in 1990-91 as compared to fifty-six applications in 1989-90, an increase of 34%. Forty-five discretionary grants (as compared to 36 in the previous year) were approved in accordance with the objects provided in Section 63 of the Act as follows:

(A) LEGAL EDUCATION

Association for Community Living	
Human and Civil Rights Project	$ 17,000.00
Canadian Bar Foundation	
Canadian Bar Review	$ 5,300.00
Canadian Mental Health Association	
Pamphlet Production	$ 3,000.00
Re-printing Pamphlets	$ 7,900.00
Community Dispute Centre	
Legal Education Program	$ 5,000.00
Community Legal Education Association (Manitoba), Incorporated	
General Operating Grant 1990/91	$ 36,800.00
Public Legal Education Activities "PLEA" Project 1990	$ 15,000.00
Executive Search	$ 5,000.00
Faculty of Law, University of Manitoba	
Computer Laboratory	$ 250,000.00
Publication of *Dickson Legacy*	$ 7,500.00
Graduate Fellowship for 1991/92 Academic Year	$ 15,000.00
Native Students' Program	$ 56,950.00
Special Graduate Fellowship for Academic Year 1990/91	$ 15,000.00
Student Computer Access for Academic Year 1990/91	$ 12,600.00
Inner City Voice	
Legal Information Column	$ 1,600.00
John Howard Society of Manitoba	
Legal Education Programs	$ 6,000.00
Remand Centre Project	$ 4,700.00
Purchase of Audio-Visual Equipment	$ 3,600.00
Manitoba Action Committee on the Status of Women (Brandon)	
Purchase Legal Information Materials, Rural Distribution	$ 1,500.00
Manitoba Bar Association	
Law Day 1991	$ 5,200.00
Mediation Services, Inc.	
Mediator Training Program	$ 5,300.00
Update Mediation Video	$ 600.00
Manitoba Law Journal	
Special Issue for 1990/91	$ 5,000.00
Native Law Centre, University of Saskatchewan	
General Operating Grant 1990/91	$ 10,000.00
Public Legal Education Association of Canada [PLEAC]	
National Conference, Winnipeg	$ 10,000.00
University of Calgary	
International Human Rights Conference	$ 5,000.00
Western Judicial Education Centre	
Annual Conference 1991	$ 21,500.00

(B) LEGAL RESEARCH

Criminology Research Centre at the University of Manitoba	
Domestic Court Research	$ 6,750.00
Legal Research Institute at the University of Manitoba	
General Operating Grant 1990/91	$ 50,000.00
Legal Records Archives Guide	$ 31,000.00
Manitoba Metis Federation Inc.	
Native Justice Research	$ 49,000.00
Native Law Centre, University of Saskatchewan	
Research Associate	$ 7,000.00

(C) LEGAL AID SERVICES

Association of Visual Language Interpreters of Canada	
"ASL" Interpreter Court Accreditation	$ 10,000.00
Community Unemployed Help Centre	$ 21,000.00

Elizabeth Fry Society of Manitoba, Inc.	
Court Outreach Program	$ 40,000.00
Law Phone-In '90/'91	$ 42,000.00
Legal Aid Services Society of Manitoba	
Clinic '90/'91	$ 67,000.00
P.I.L.C. '90/'91	$ 210,000.00

(D) LAW REFORM

Manitoba Bar Association	
Legislative Review Officer	$ 32,000.00
Manitoba Law Reform Commission	
Research Consultant	$ 31,500.00
Trust Law Project	$ 31,500.00
St. Theresa Point Band	
Youth Court Project '90/'91	$ 39,500.00
Youth Court Project '91/'92	$ 39,500.00

(E) LAW LIBRARIES

E. K. Williams Law Library	
Computer Hardware	$ 5,929.00
Library Acquisitions	$ 6,500.00

VI. CHAIRPERSON'S COMMENTS

In the fiscal year just concluded the Foundation reached the potential perceived by its founders when it was established almost five years ago. In addition to paying two mandatory grants at a level well above the statutory minimum, a record number of discretionary grants were approved last fiscal year in keeping with the Foundation's mandate.

Some time ago the Board began specifically to encourage applications for projects dealing with Native Justice issues. Grants in this area are more numerous and we expect that special attention may continue to be given to this priority.

The Foundation continues to seek the cooperation of major financial institutions to increase the yield on lawyers' trust accounts. We have emphasized in our discussions with senior officials of banks and other financial institutions that the interest paid supports many law-related organizations and projects which greatly benefit Manitobans. When shown the growing list of discretionary grants these officials have more often than not responded positively. We are grateful for their continuing cooperation.

We would hope that all organizations involved with the legal community continue to support the ideals of the Foundation to ensure its continued growth and contribution to the people of Manitoba.

All of which is respectfully submitted,

JOHN W. BURGESS
Chairperson,
The Manitoba Law Foundation

15 May 1991

FINANCIAL STATEMENTS
31 March 1991

AUDITORS' REPORT

To the Board of Directors of The Manitoba Law Foundation:

We have audited the balance sheet of The Manitoba Law Foundation as at March 31, 1991 and the statement of revenue, expenditures, grants and unallocated revenue for the year then ended. These financial statements are the responsibility of the Foundation's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the Foundation as at March 31, 1991 and the results of its operations for the year then ended in accordance with the basis of accounting described in Note 2 to the financial statements.

The comparative figures are based upon financial statements which were reported on by other auditors.

Price Waterhouse
Chartered Accountants

April 12, 1991

BALANCE SHEET

	Year Ended March 31 1991	1990
ASSETS		
CASH	$ 69,914	$ 68,736
SHORT-TERM INVESTMENTS - at cost - Schedule 2	5,912,104	5,092,866
ACCRUED INTEREST ON INVESTMENTS	249,371	204,897
	$ 6,231,389	$ 5,366,499
LIABILITIES AND UNALLOCATED REVENUE		
GRANTS ALLOCATED UNDISBURSED - Schedule 1	$ 3,054,910	$ 2,830,755
RESERVE FOR FUTURE GRANTS (Note 3)	1,668,484	1,250,000
UNALLOCATED REVENUE	1,507,995	1,285,744
	$ 6,231,389	$ 5,366,499

STATEMENT OF REVENUE, EXPENDITURES, GRANTS AND UNALLOCATED REVENUE

	Year Ended March 31 1991	1990
REVENUE		
Interest received on lawyers' trust accounts	$ 3,803,092	$ 4,085,016
Interest earned on investments	781,946	602,987
	4,585,038	4,688,003
ADMINISTRATIVE EXPENDITURES		
Audit and legal	5,500	4,300
Bank charges	18	127
Board fees	10,602	10,300
Courier	561	908
Furniture and fixtures	4,013	5,475
Insurance	2,539	2,122
Meeting expenses	5,943	4,230
Miscellaneous expense	1,774	1,567
Office, postage and telephone	8,338	9,024
Rent	9,234	9,638
Salaries and staff benefits	105,662	98,078
Travel	7,028	6,943
	161,212	152,712
EXCESS OF REVENUE OVER EXPENDITURES	4,423,826	4,535,291
GRANTS ALLOCATED DURING THE YEAR - Schedule 1	3,783,091	3,430,732
UNALLOCATED REVENUE FOR THE YEAR	640,735	1,104,559
UNALLOCATED REVENUE, BEGINNING OF YEAR	1,285,744	530,112
APPROPRIATION TO RESERVE FOR FUTURE GRANTS (Note 3)	(418,484)	(348,927)
UNALLOCATED REVENUE, END OF YEAR	$ 1,507,995	$ 1,285,744

NOTES TO THE FINANCIAL STATEMENTS

1. NATURE OF THE FOUNDATION

The Manitoba Law Foundation was established by Act of the Legislative Assembly of Manitoba and was assented to October 23, 1986. The Foundation receives interest earned on lawyers' trust accounts and from these funds makes grants to organizations specified in the Act and grants to other organizations at the discretion of the Board of Directors.

The objects of the Foundation, as set out in the Act, are to encourage and promote: (a) legal education, (b) legal research, (c) legal aid services, (d) law reform, and (e) the development and maintenance of law libraries.

2. SIGNIFICANT ACCOUNTING POLICIES

(a) Interest on lawyers' trust accounts

Interest on lawyers' trust accounts is recognized in the Foundation's accounts as the financial institutions advise the Foundation of the amounts.

The Law Foundation assumes that solicitors who hold funds in trust for or on account of clients comply strictly with Section 39 of The Law Society Act.

(b) Interest on short-term investments

Interest on short-term investments is recorded in the accounts on the accrual basis.

(c) Fixed assets

Expenditures for the purchase of furniture and fixtures are expensed in the year of acquisition.

(d) Grants

Pursuant to subsection 65(1) of The Law Society Act, grants equal to 50% and 16.67% of the interest received on lawyers' trust accounts annually or $1,007,629 and $335,383 respectively whichever is greater, is to be paid to The Legal Aid Services Society of Manitoba and The Law Society of Manitoba respectively. Provision for such grants is recorded annually in the Foundation's accounts. In the event there are insufficient funds to meet these commitments, grants will be calculated on a pro rata basis and will be deemed to be in full satisfaction of the grant obligation.

Grants other than as described above are recorded in the Foundation's accounts in the year of authorization.

3. RESERVE FOR FUTURE GRANTS

The policy of the Board is to add each year to the reserve for future grants, a minimum of 10% of the revenues from interest received on lawyers' trust accounts until such time as the total reserve reaches the amount of $2,500,000. In addition, at its discretion, the Board may transfer additional amounts from unallocated revenue to the reserve for future grants. The purposes of the reserve is to provide some stability during periods of revenue reductions. Accordingly, $418,484 was added to the reserve in 1990-91 to bring the total amount to $1,668,484. The amount is invested in secure investments maturing in periods not exceeding five years.

SCHEDULE 1

GRANTS ALLOCATED AND UNDISBURSED

YEAR ENDED MARCH 31, 1991

	Allocated	Undisbursed
PER SUBSECTION 65(1) THE LAW SOCIETY ACT		
The Legal Aid Services Society of Manitoba	$ 1,901,546	$ 1,901,546
The Law Society of Manitoba	633,975	633,975
	2,535,521	2,535,521
PER SUBSECTION 65(4) THE LAW SOCIETY ACT (DISCRETIONARY)		
(A) LEGAL EDUCATION		
Association for Community Living		
Human & Civil Rights Project	17,000	8,500
Canadian Bar Foundation		
Canadian Bar Review	5,300	
Canadian Mental Health Association		
Pamphlet Production	3,000	
Re-printing Pamphlets	7,900	
Community Dispute Centre		
Legal Education Program	5,000	
Community Legal Education Association		
General Operating '90/'91	36,800	
Search for Executive Director	5,000	2,500
P.L.E.A. Project 1990	15,000	
Consumers' Association of Canada		
Small Claims Court Video		3,200
Faculty of Law		
Native Students Program	56,950	16,900
Dickson Legacy Publication	7,500	7,500
Second Grad. Fellowship '90/'91	15,000	
Computer Lab	250,000	225,000
Graduate Fellowship '91/'92	15,000	15,000
Student Computer Access '90/'91	12,600	12,600
Competition Support		6,200
Inner City Voice, Inc.		
Legal Information Column	1,600	
John Howard Society of Manitoba, Inc.		
Legal Education Programs	6,000	
Remand Centre Project	4,700	
Purchase A.V. Equipment	3,600	
Manitoba Bar Association		
Law Day '91	5,200	5,200
Video Library		8,000
Manitoba Law Journal		
Special Issue - '90/'91	5,000	5,000
Mediation Services		
Update Mediation Video	600	
Mediator Training '90/'91	5,300	
M.A.C.S.W. (Brandon)		
Purchase PLE Materials	1,500	
Native Law Centre		
General Operating - '90/'91	10,000	
Public Legal Ed. Assn. Canada (PLEAC)		
National Conference, Winnipeg	10,000	
University of Calgary		
Human Rights Conference	5,000	5,000
Western Judicial Education Centre		
Yellowknife Workshop 1991	21,500	21,500
(B) LEGAL RESEARCH		
Criminology Research Centre		
Domestic Assault Research	6,750	
Legal Research Institute (U of M)		
General Operating '90/'91	50,000	
Archives Guide	31,000	31,000
Manitoba Metis Federation Inc.		
Native Justice Research	49,000	36,750
Native Law Centre		
Research Associate	7,000	
Carried forward	$3,211,321	$2,945,371

Brought forward	**$3,211,321**	**$2,945,371**
(C) LEGAL AID SERVICES		
Association of Visual Language Interpreters		
ASL Interpreter Accreditation	10,000	
Community Unemployed Help Centre		
General Operating '90/'91	21,000	
Elizabeth Fry Society of Manitoba, Inc.		
Court Outreach Program	40,000	30,000
Law Phone-In '90/'91	42,000	
Legal Aid Services Society of Manitoba		
P.I.L.C. '90/'91 General Op.	210,000	
Clinic '90/'91 General Operating	67,000	
(D) LAW REFORM		
Manitoba Bar Association		
Legislative Review Officer	32,000	32,000
Manitoba Law Reform Commission		
Trust Law Project	31,500	
Research Consultant	31,500	
St. Theresa Point Band		
Youth Court Project '90/'91	39,500	
Youth Court Project '91/'92	39,500	39,500
(E) LAW LIBRARIES		
E. K. Williams Law Library		
Computer Hardware	5,929	1,539
Library Acquisitions	6,500	6,500
(F) CANCELLED OR UNUSED GRANTS		
Community Unemployed Help Centre		
Test Case Litigation	(1,000)	
Faculty of Law		
Legal History Symposium	(2,084)	
University of Manitoba		
Historical Research Workshop	(1,575)	
	$ 3,783,091	$ 3,054,910

SCHEDULE 2

SHORT-TERM INVESTMENTS

YEAR ENDED MARCH 31, 1991

	Original Cost	Premium or Discount	Maturity Date	Rate	Accrued Interest March 31, 1991	Market Value March 31, 1991
Provincial Treasury						
Term deposit	$ 240,000	-	30 Sep 91	9.60%	$ 252	-
Term deposit	50,000	-	28 Jun 91	9.15%	52	-
Midland Walwyn						
Bank of Mtl Mtg. Certif.	196,262	(3,738)	29 Jul 91	9.70%	11,338	200,000
Bank of Mtl Mtg. Certif.	394,000	(6,000)	09 Oct 91	10.00%	20,981	40,000
Royal Bank Acceptances	200,250	250	12 Aug 91	10.70%	3,217	200,000
National Trust GIC's	392,000	(8,000)	01 May 92	10.88%	21,088	401,000
National Trust GIC's	501,350	1,350	17 May 93	13.00%	23,926	520,000
Royal Trust GIC's	500,000	-	15 May 92	11.00%	48,369	502,500
Montreal Trust GIC's	98,890	(1,110)	15 Feb 93	11.38%	1,673	100,500
Montreal Trust GIC's	300,000	-	14 Aug 93	12.00%	22,684	307,500
Montreal Trust GIC's	500,000	-	15 Feb 93	11.38%	7,166	502,500
GMAC Debentures	352,240	2,240	31 Mar 94	11.75%	-	359,825
GMAC Debentures	500,200	200	31 Mar 93	11.80%	-	510,500
T-D Mtg. Acceptances	300,000	-	12 Apr 93	12.97%	18,281	313,500
Central Guaranty Trust	150,000	-	27 Jul 93	12.50%	12,739	153,000
Wood Gundy						
P.E.I. Strip Coupons	21,464	(6,973)	22 Jun 91	N/A	6,427	27,788
Scotia Mtg. Acceptances	129,559	(5,441)	13 Jul 92	10.25%	5,383	135,135
Chrysler Canada Credit Credit Notes	249,776	(33,224)	19 Jun 91	N/A	25,871	276,497
R.B.C. Dominion Securities						
GMAC Debentures	354,200	4,200	19 Apr 91	11.45%	13,718	350,175
Royal Trust GIC's	295,773	(4,227)	19 Aug 91	10.75%	14,021	300,420
Montreal Trust GIC's	186,140	(13,860)	26 Mar 92	8.70%	7,282	195,820
	$5,912,104				264,468	
Interest received in advance on GMAC Debentures held by Midland Walwyn					(15,097)	
					$249,371	

THE MANITOBA LAW FOUNDATION was established by the Legislature through amendments to The Law Society Act which came into effect on 23 October 1986. Financial institutions must pay to the Foundation interest on general trust accounts maintained by lawyers practising in Manitoba. This does not include the interest paid on specific trust investments held for individual clients. General trust deposits are usually held by lawyers in circumstances where the administrative cost of segregating the funds would exceed the interest payable to individual clients.

OBJECTIVES

The legislation establishing the Foundation spells out the purposes for which its money can be used. The objects of the Foundation are to encourage and promote:

(a) legal education;
(b) legal research;
(c) legal aid services;
(d) law reform; and
(e) the development and maintenance of law libraries.

ADMINISTRATION

The Foundation's affairs are administered by a Board of Directors consisting of ten members. Five members are appointed by the Minister of Justice; three are appointed by the Benchers of The Law Society of Manitoba; one is appointed by the president of the Manitoba Branch of the Canadian Bar Association; one is the Dean of the Faculty of Law, University of Manitoba or a member of the Faculty appointed by the Dean. The Minister of Justice designates one of the Directors as Chairperson and another as Vice-Chairperson. The Board meets regularly to decide on grant applications and policy matters including the collection and investment of revenues. A small staff is employed to take care of administrative matters and to advise prospective applicants for funding.

FUNDING GUIDELINES

A summary of the Foundation's granting policy and application forms are available from the Executive Director. In general, projects must fall within the stated objectives as interpreted by the Board of Directors. There are no limits on the amount of grants, but all grants are subject to the availability of funds. The grants mandated by legislation have a prior claim.

The Foundation is willing to fund projects that are creative and innovative as long as they fit its objectives and benefit the public interest.

APPLICATION PROCEDURES

Potential applicants first contact the Foundation office to discuss a proposal and obtain the necessary application forms. Applications are normally considered in May and October each year. In May applications submitted prior to the end of March are considered; in October applications submitted prior to the end of August are considered. Assistance in the preparation of applications is available from Foundation staff. It is the Board of Directors, however, who make all decisions on funding.

Along with the application forms prospective applicants receive a memorandum to assist in the completion of the package of written materials required by the Board in order to make its decision. Twelve copies of the completed proposal are required.

OBLIGATIONS OF GRANT RECIPIENTS

Grant recipients are required to confirm their obligations by letter in a form approved by the Foundation's Board. Generally, grant recipients must agree to spend the grant money as specified in their application or any variation approved in writing by the Foundation. Funds not spent in accordance with the letter of agreement must be refunded to the Foundation.

The Board of Directors of the Foundation has approved an Evaluation Policy. A memorandum specifying reporting requirements is available from the Foundation office. An independent auditor's report is required unless the Foundation specifically agrees that it is not required.

FOR INFORMATION ABOUT THE MANITOBA LAW FOUNDATION AND TO REQUEST APPLICATION FORMS AND THE MOST RECENT ANNUAL REPORT, WRITE, FAX OR TELEPHONE:

THE MANITOBA LAW FOUNDATION

412 McDermot Avenue

Winnipeg, Manitoba

R3A 0A9

Telephone: (204) 947-3142

FAX: (204) 942-3221

Executive Director

Dr. W. K. (Bill) Greenaway

Administrative Assistant

Ms Gini Lauder

THE MANITOBA LAW FOUNDATION